

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council's Budget and Personnel Committee AGENDA ITEM 5
From: Council Staff
Date: April 20, 2018 Budget and Personnel Committee Meeting
Subject: Authorization for Designated Signer on Council Accounts

Introduction

Council's Amended and Restated Interlocal Agreement dated November 2004 states:

- the following persons are designated to sign all checks issued by the Council:
 - 1) the Chairman;
 - 2) the Vice-Chairman;
 - 3) the Secretary-Treasurer;
 - 4) the Executive Director of the Council; and
 - 5) a Council member designated by Council from the County in which the Council offices are located

- All checks shall be co-signed by two of the above designated persons.

Currently, the following people are authorized to sign checks:

- Chairman – Councilmember Reece J. Parrish
- Vice Chairman – Commissioner Susan Adams
- Secretary-Treasurer – Councilman Jeff Hmara
- Executive Director – Michael J. Busha
- Council member from Martin County (Council Office Location) – Vacant

In order to maintain efficiency in the occasional absence of the Executive Director and provide for continuity of operations, staff is requesting the Budget and Personnel Committee recommend a Council member from Martin County be designated as an authorized signer on Council accounts to fill the vacant designation of a "Council member from the county in which Council offices are located." Council's office is in Stuart in Martin County. Currently, those eligible to fill this vacancy are:

- Commissioner Doug Smith - Martin County
- Commissioner Ed Fielding - Martin County
- Commissioner Peter Conze - Town of Jupiter Island

Recommendation

The Budget and Personnel Committee should make a recommendation to Council for consideration at its May 18, 2018 meeting of a Council member from Martin County to be added as a designated signer on Council accounts in accord with the Interlocal Agreement.